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ABSTRACT

This competency booklet for individualized competency-based instruction is the third of five in the Job Search Skills package. (Instructor program and guides are available separately as CE 031 965 and 966, the other booklets as CE 031 967-971.) It contains four operational units related to the job search competency of applying for jobs. (The competency is divided into tasks which are further divided into operational units or units of work that relate to the task.) Each operational unit is presented in this format: competency, task, operational unit, performance objective, steps to follow to do the unit of work with the procedures outlined, information sheets, worksheets, and evaluation checklist. The tasks (and operational units) covered include (1) fill out applications (anticipate questions; record information neatly, clearly, completely, and correctly) and (2) present the application (find out relevant facts, seek an appointment for an interview). (YLB)

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Job Search

CE031969

Apply for Jobs

Competency 3.0

THE NATIONAL CENTER FOR RESEARCH IN VOCATIONAL EDUCATION
THE OHIO STATE UNIVERSITY
1960 KENNY ROAD · COLUMBUS, OHIO 43210

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COMPETENCY 3.0: APPLY FOR JOBS

TASK 3.01: Fill Out Applications

OPERATIONAL UNIT 3.01A: **Anticipate Questions**

Performance Objective: *Given types of information requested on application forms,*

the learner will be able to list responses that will be acceptable to employers

to the satisfaction of the instructor.

STEP 1. Identify terms found on application forms.

a. Identify meanings of words used on applications. Do Part 1 of Worksheet 3.01A.

b. Identify meanings of abbreviations. Do Part 2 of Worksheet 3.01A.

c. Identify employment terms. Do Part 3 of Worksheet 3.01A.

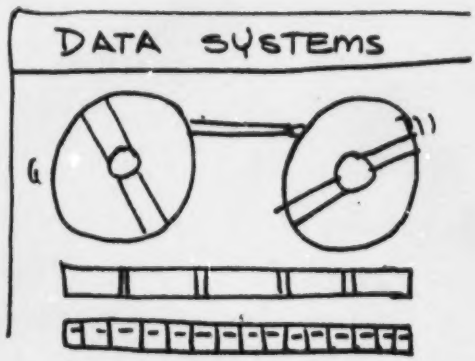
STEP 2. Prepare a list of facts. An application is really a list of facts. It tells the employer facts about you.

a. Get facts about the following topics. (Get your record sheets, Worksheets 1.02A - 1.02I.)

- Personal Data (Worksheet 1.02A)
  - Name
  - Social Security number
  - Address
  - Telephone number(s)

- Personal statistics: height, weight, eye color, hair color
- Date and place of birth
- Citizenship
- Emergency contact: person's name, address, relationship, and phone
- Marital status: Note only married or single
- Physician: name, phone, address

- Position desired (See career objective on Worksheet 1.02B.)
- Education and training information (Worksheet 1.02C)
- Skills (Worksheet 1.02D)
- Work experience (Worksheet 1.02E)
- Volunteer experience (Worksheet 1.02F)
- Military experience (Worksheet 1.02G)
- Special credits and involvements (Worksheet 1.02H)
- References (Worksheet 1.02I)



b. Make sure the facts are correct. Check your spelling. (Use a dictionary.)

STEP 3. Prepare to deal with facts that may keep you from getting hired. (Read Part 4 of Worksheet 3.01A.)

a. Select a way to list ages of children. Do Part 5 of Worksheet 3.01A.

b. Select a way to list occupations of parents. Do Part 6 of Worksheet 3.01A.

c. Select a way to list hospital or medical treatment. Do Part 7 of Worksheet 3.01A.

d. Mention disabilities only in the interview. See Part 8 of Worksheet 3.01A.

e. Select a way to mention crimes or convictions. Do Part 9 of Worksheet 3.01A.

f. Select a way to show employers what form of transportation is available to you. Do part 10 of Worksheet 3.01A.

STEP 4. Prepare to state opinions.

a. Identify ways to answer questions like this: "Are you in good health?" Do Part 11 of Worksheet 3.01A.

b. Identify ways to answer this: Have you had any mental disorders?" Do Part 12 of Worksheet 3.01A.

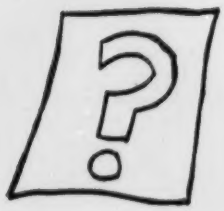
STEP 5. Prepare to give personal choices.

a. Identify the date(s) you can begin work. Do Part 13 of Worksheet 3.01A.

b. Identify the salary you would accept. Do Part 14 of Worksheet 3.01A.

STEP 6. Decide if you want to list expected salary. Do Part 15 of Worksheet 3.01A.

NOW . . .



Are you in doubt about any part of the unit? If so, seek help from your instructor. Repeat the entire unit.

Do you feel that you have satisfactorily completed this unit? Then, take your worksheet to the instructor for evaluation. Your instructor will check your work . . . and advise you, if necessary.

Rate yourself on the evaluation checklist. Ask your instructor to rate you also.

WORKSHEET 3.01A

Part 1

Read the words that follow. Look up these words in the dictionary. Write a definition under each word. Then, turn to the next page. Try to match words and definitions. It is important that you know these meanings. You must understand the words on an application form. Otherwise, you will be unable to answer the questions.

apprentice

aptitude

bonded

chronic

confidential

disability

felony

legible

misdemeanor

omission

personnel

qualifications

residence

reference

specify

spouse

status

PART 2

Read the abbreviations of the words on the right. Think about why they are abbreviated in that way. Think about where these words might appear on an application. Which ones appear next to each other? (The letters m and f will be near each other. They stand for male and female.)

When you think you know the words and the definitions, turn the page. Do the matching activity. Test your ability to recognize definitions.

ans.	answer
avg.	average
B.D.	birth date
co.	company
corp.	corporation
dept.	department
d	divorced
exp. or exper.	experience
f	female
Ill.	Illinois (know the abbreviation of your state's name)
ht. or H	height
m	married
m	male
mo.	month
no.	number
rd.	road
s	single
sep.	separated
S.S. No.	Social Security Number
soc. sec.	social security
str.	street
tel.	telephone
wt. or W.	weight
yr.	year
ZIP	zip code

Match the words on the right to the abbreviations on the left.
Draw a line from each word to its abbreviation.

ans.	female
avg.	social security
B.D.	male
co.	birth date
corp.	corporation
dept.	experience
d	single
exp. or exper.	answer
f	telephone
ht. or H.	height
Ill.	zip code
m	Social Security Number
m	married
mo.	month
no.	separated
rd.	average
s	Illinois
sep.	company
soc. sec.	road
S.S. No.	divorced
str.	year
tel.	number
wt. or W.	street
yr.	weight
ZIP	department

Part 3

There are several terms related to employee benefits. Read these terms. Know their definitions. You should not confuse the terms.

Worker's Compensation

This is money people receive when they are injured on the job.

Unemployment compensation

This money people receive through the Bureau of Employment Services when they can't find work.

Part 4

Be positive when you fill out an application. Be truthful... but be positive. Think about how employers will respond to your answers. Will they think better of you? No? Then delay answering the questions if possible. Leave blank the spaces provided for the answers. Discuss the questions in the interview if you are asked.

Some applications demand that you answer each question completely and truthfully. Omitting answers (leaving spaces blank) could be reason for dismissal. Talk with your instructor. Find out when you must answer all questions.

Some guidelines for answering difficult questions follow. Read them as you follow the procedures on pages 2 and 3. Discuss them with other participants. Talk with your instructor. Find ways you could answer these questions in a positive way. Are there times when you should refuse to answer them? Are there times when you must answer them? You may comment about what you will answer to each question in the margins of the worksheet.

Now...return to STEP 3, procedure a, on page 2 and continue reading.

Part 5

Ages of children:

Some employers avoid hiring mothers of young children. They feel these mothers will miss work more often than other people. This is a bias. But you can deal with it.

When asked for ages of children, you can . . .

- Leave the space blank. Discuss the topic in the interview.
- Write school age or teenagers. This shows less need for supervision.

Part 6

Facts about parents:

What if a parent is unemployed . . . in prison . . . on welfare . . . a prostitute?

Don't state these facts. They do not give a good impression. And they are not facts about you.

When asked for this information, you can . . .

- Leave the space blank. The question is not about you. It does not tell how you will do the job. Discuss it in the interview, if necessary.
- Write housewife, housekeeper, etc.

Part 7

Hospital or medical treatment:

Be positive. Don't let the employer think you are ill. When asked if you have been in the hospital . . . or if you have had any medical treatment, you can . . .

- Leave the space blank. Discuss the topic in the interview.
- List one-time surgeries. Appendix___ Tonsillectomy___

Part 8

Disabilities:

DO NOT mention disabilities on the application. You can and should mention them in the interview. If a disability could interfere with work, you will probably be required to mention it!

Part 9

Crimes or convictions:

Before you decide to apply for a job, think: Will this job put me in a situation similar to the one of my crime? Yes? Then choose another job. For example: Have you been convicted of stealing money? Then don't apply to be a cashier.

When asked if you have any criminal convictions, you can . . .

- Leave this space blank if the crime was minor. This information is hard for employers to get. It must be released by you.
- Leave the space blank if you have been convicted of a felony (major crime). Discuss the topic in the interview. If the application states that you must mention the conviction, do so.

Part 10

Transportation:

Your employer may want to know if you can get to work or if you have a car you can use in your job. When asked if you have a car, you can . . .

- Write yes.
- Write bus transportation. Or write transportation available to me.

Part 11

Health:

Be positive. Don't turn employers off. They want healthy workers. When asked if you are in good health, you can . . .

- Write excellent. Don't consider common ailments. Many people have colds, toothaches, etc. This is not a medical exam. Don't mention common aches and pains. Think: Am I able to do this job?

- Leave the space blank. If you have a serious health problem, discuss it later. Wait until the interview.

Part 12

When asked about mental disorders, you can . . .

- Write excellent. Again, many people have headaches. And they get depressed at times. Be positive. Don't think about common ailments.

- Leave the space blank. Discuss past disorders in the interview.

Part 13

Dates you can begin work:

Many employers want you to begin work when they are ready for you. If asked when you can begin work, you can . . .

- Write now or immediately. If you have other plans, change them if hired. Don't miss a chance to get a job.

- If you have no choice about when to begin employment, state the date you will be available. For example: Are you moving to the city/state on a given date?

- If you are presently employed, state that you must give two weeks notice to your employer. This will show the prospective employer that you will extend the same courtesy to the prospective company.

Part 14

Salary:

To decide on salary, you must find out what is typical for the job. Call the Bureau of Employment Services. Look in the Occupational Outlook Handbook. Talk to people who work in the same job. But remember, you would be a new employee. Expect a lower rate. Companies give raises over time.

Part 15

Should you mention salary? Decide if you want to list a figure. If asked the salary you want, you can . . .

- Give a salary range. Put the lowest salary you would accept. Give the highest salary you would expect, too.
- Leave this space blank. Let the employer decide what to offer you. Then you can discuss it with him or her.

Evaluation Checklist

COMPETENCY 3.0: APPLY FOR JOBS

TASK 3.01: Fill Out Applications

OPERATIONAL UNIT 3.01A: Anticipate Questions

YOUR CHECKLIST	Did you:	INSTRUCTOR CHECKLIST
☐	1. Identify terms found on application forms?	☐
☐	2. Prepare a list of facts to record on the application?	☐
☐	3. Prepare to deal with facts that could keep you from getting hired?	☐
☐	4. Prepare to state opinions?	☐
☐	5. Prepare to give personal choices?	☐
☐	6. Decide if you want to list expected salary?	☐

Instructor_____

COMPETENCY 3.0: APPLY FOR JOBS

TASK 3.01: Fill Out Applications

OPERATIONAL UNIT 3.01B: **Record Information Neatly, Clearly, Completely, and Correctly**

Performance Objective: *Given application forms, the learner will be able to fill out the applications to the satisfactions of the instructor.*

STEP 1. Get the applications.

a. Look at Worksheet 3.01B.

b. Find the two different applications.

STEP 2. Read instructions carefully. They are different on each application.

a. Watch for "Do Not Write in This Space." Follow that rule.

b. Take your time. Make sure you understand what to do.

c. Ask questions if directions are not clear.

STEP 3. Use your record sheets. Don't rely on memory.

a. Get the record sheets from Operational Units 1.02A - 1.02I.

b. Get the information from Operational Unit 3.01A.

STEP 4. Print with a pen.

a. Think what you will say. Then print it.

b. Print neatly. Do not switch colors of ink.

c. Neatly draw lines through mistakes.

d. Ask for another application if you mess one up. Make sure your application looks nice. It is a reflection of you.

STEP 5. Spell correctly.

a. Refer to your record sheets. Refer to the spellings on these sheets. They should be correct.

b. Use words you <u>can</u> spell.

STEP 6. Answer all questions.

a. If a question does not apply to you, write N/A (not applicable. Or make a dash. This shows you don't have a response, but that you read the item.

b. Be consistent. Always use N/A. Or always use a dash.

c. Leave the space blank if you wish. Don't give information that could cause a negative response. Employers will wonder about blank spaces. But they will ask you in the interview.

d. Make sure it is legal to leave spaces blank. Laws may differ from state to state. Ask your instructor for advice.

STEP 7. Sign the statement of authorization.

a. Find out what this does. It gives employers permission to check your facts. You must sign this statement.

b. Use your full name. Write your first name, middle initial, and last name. Do it in this order.

STEP 8. Read the completed application.

a. Make sure your answers are complete.

b. Make sure the information is correct. Make sure the spelling is correct.

c. Make sure your answers will be clear to the employer. Avoid confusion.

d. Make sure your application looks neat.

STEP 9. Take steps to improve this aspect of job search.

a. Meet with a group of participants

b. Discuss what happened. Were you able to complete the application? Why? Why not? What questions gave you trouble?

c. Find ways to improve your applications. Get advice from your instructor and other participants. List steps you will take to improve.

d. Meet again after you apply for jobs. Try to improve each time.

NOW . . .

Are you in doubt about any part of the unit? If so, seek help from your instructor. Repeat the entire unit.

Do you feel that you have satisfactorily completed this unit? Then, take your worksheet to the instructor for evaluation. Your instructor will check your applications . . . and advise you, if necessary.

Rate yourself on the evaluation checklist. Ask your instructor to rate you also.

WORKSHEET 3.01 B

APPLICATION

POSITION for which you are applying:
(List 1st, 2nd and 3rd preferences)
First _____
Second _____
Third _____

☐ Full time work
☐ Part time work
(Specify days and hours if part time)
_____
_____

Name (Please print)

_____ Sex _____
(Last) (First) (Initial)

Present Address _____ Phone ( ) _____
(Street) (City) (State) (Zip)

Date of Birth _____ Height _____ Weight _____ Social Security Number _____

Are you a U.S. citizen? _____ Are you a registered alien? ☐ Yes ☐ No

Military Status: Not Applicable ☐ Eligible ☐ Veteran ☐ Res. Guard ☐

Discharge: _____ Dates of service: _____

EDUCATION

List elementary school, high school or university, etc. attended.

	Name and Address of School	Course of Study	Years Attended	Did you Graduate?
Elementary				
High School				
College or University				
Other Training				

Do you have any physical handicaps which would prevent you from performing specific kinds of work? _____ If yes, describe the defect(s) and explain the work limitations _____

_____

Have you had any serious illnesses ☐ No ☐ Yes (describe)_____

Have you ever received worker's compensation ☐ No ☐ Yes (explain)_____

_____

Have you ever been convicted of a felony? Yes ☐ No ☐

Are you addicted to drugs? Yes ☐ No ☐

WORK EXPERIENCE:

(List in order, last or present employer first)

Dates		Name and Address of Employer	Salary	Position	Reason for Leaving
From	To				

REFERENCES:

List the names of three persons who know of your skills or character.

Name	Position	Address

READ CAREFULLY BEFORE SIGNING:

The information as submitted on this application is accurate to the best of my knowledge. I understand that I may be dismissed from service if I have falsified any information.

X_____ _____

Signature of Applicant Date

APPLICANT SHALL NOT WRITE IN SPACES BELOW

FOR USE OF INTERVIEWER

Remarks: _____

_____

References checked: _____

Interviewed by: _____ Date: _____

Employment Application

State University

State University is an EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER. Consideration was given in the development of this form to your right to individual privacy and equal opportunity. The information requested is needed to help the University assess your employment interests and qualifications and to enable us to contact you. No other use will be made of this information without your permission. The University may refuse employment consideration if this form is not filled out completely and accurately. Please print or write clearly using a pen.

Identification

Name (Last)	(First)	(Middle)	
Address (no. & street or route and box number)	(City)	(State)	(Zip Code)
Home telephone number	Business telephone number	Message telephone number	
Date of birth (see note, right)	**Note:** Please enter your date of birth only if you are under 18 years of age or over 69. The University needs this information because of child labor laws and retirement regulations.		

Work preferences

What type of appointment do you prefer?

☐ Full-time (40 hours/ week) ☐ Part-time (less than 40 hours/week) ☐ Temporary (less than one year duration)

What type will you accept?

☐ Full-time ☐ Part-time ☐ Temporary

Which shift do you prefer?

☐ First ☐ Second ☐ Third ☐ Rotating

Which shift will you accept?

☐ First ☐ Second ☐ Third ☐ Rotating

Please indicate the type and nature of work you are applying for in order of your preference. (For example: Teaching, Administrative, Personnel, Research in chemistry.) If you are seeking Classified Civil Service employment, please list the specific titles and levels.

Minimum acceptable salary

$ per ☐ Hour ☐ Week ☐ Month ☐ Year

Date available to start

Education

Please circle last year of formal education completed: 1 2 3 4 5 6 7 8 9 10 11 12 College 1 2 3 4 5 6 7 8 Other 1 2 3 4

	Name and Location of School	From Mo/Yr	To Mo/Yr	Diploma /Degree	Program or Major Course Work	Grade Average
Last High School						
College, University, Business, Technical, or Military Schools						
Graduate School						

Licenses and/or certificates

Type of License/Certificate	Issuing State or Agency	Number	Expiration Date
☐ Driver's ☐ Chauffeur's			
☐ Professional _____ (e.g., RN, LPN, Teaching, Pilot)			
☐ Technical _____ (e.g., FCC, Med Tech., Sta. Eng. An. Tech.)			
☐ Other _____ (please indicate)			

Experience

Please list your work experience, including any U.S. military experience. Include all employment whether full-time, part-time, summer or temporary during the past ten years. You may include additional experience beyond the last ten years if you desire, and you are encouraged to do so if it is related to the employment you seek at State University.

Present or most recent employer (Company name)	From (Mo./Yr.)	To (Mo./Yr.)

Employer's address City State Zip Code	Department
	Supervisor

Position title	Full-time ☐ Part-time ☐ Summer ☐ Temporary ☐

Description of duties, responsibilities, and equipment operated:

Reason for leaving: _____

Experience (continued)

Previous employer (Company name)				From (Mo./Yr.)	To (Mo./Yr.)
Employer's address	City	State	Zip Code	Department	
				Supervisor	
Position title	Full-time ☐	Part-time ☐	Summer ☐	Temporary ☐	
Description of duties, responsibilities, and equipment operated:					
Reason for leaving:					
Previous employer (Company name)				From (Mo./Yr.)	To (Mo./Yr.)
Employer's address	City	State	Zip Code	Department	
				Supervisor	
Position title	Full-time ☐	Part-time ☐	Summer ☐	Temporary ☐	
Description of duties, responsibilities, and equipment operated:					
Reason for leaving:					
Previous employer (Company name)				From (Mo./Yr.)	To (Mo./Yr.)
Employer's address	City	State	Zip Code	Department	
				Supervisor	
Position title	Full-time ☐	Part-time ☐	Summer ☐	Temporary ☐	
Description of duties, responsibilities, and equipment operated:					
Reason for leaving:					

Experience (continued)

Previous employer (Company name)				From (Mo./Yr.)	To (Mo./Yr.)
Employer's address	City	State	Zip Code	Department	
				Supervisor	
Position title	Full-time ☐	Part-time ☐	Summer ☐	Temporary ☐	
Description of duties, responsibilities, and equipment operated:					
Reason for leaving: _____					

Request additional sheets if needed or use plain paper.

References

If you included fewer than two employers on the previous pages, name a person below (other than a relative, employer or supervisor) who has known you well for at least two years.

Name	Address	City	State	Zip Code	Telephone	Years Known

If you have placement records, credentials and/or references on file, please indicate below where a copy of these may be obtained.

Name of Agency/Institution	Address	City	State	Zip Code

Certification and statement of understanding

I certify that all of the information furnished in this employment application and its addenda is true and complete to the best of my knowledge. I understand the University might investigate the information I have furnished and I realize that any misrepresentation or false information in this application can lead to withdrawal of any employment offer or termination after employment.

Signature _____ 28 Date _____

Employment Application Addendum C

State University

Last name	First name	Middle name	Date

You must complete this addendum if you are applying for CLASSIFIED CIVIL SERVICE positions. **Yes or No**

1. Are you a citizen of the United States? ..... _____
2. Have you ever been employed by State University or University Hospitals? (If you have, be certain to give details in the EXPERIENCE section.) ..... _____
3. Do you now have or have you had any illnesses, injuries, or surgical procedures which might interfere with or be aggravated by the work you are seeking? (If your answer is "Yes," please give details in COMMENTS section on the reverse side of this addendum.) ..... _____
4. Have you ever been dismissed from a position (within the last seven years) for delinquency or misconduct? (If you have, be certain to give the job and details in the EXPERIENCE section.) ..... _____

   Questions 5 and 6 are asked only with reference to the bona fide requirements of the position(s) being sought. A "yes" answer will not jeopardize your candidacy unless the question is related to the duties of the position.

5. Are you now or have you been (within the last seven years) addicted to the use of narcotics or other habit forming drugs or alcohol? (If you have, give details in COMMENTS section.) ..... _____
6. Have you ever been convicted of an offense against the law or forfeited collateral, or are you now under charges for any offense against the law? (You may omit (a) traffic violations for which you paid a fine of $50 or less — except if you are applying for positions involving driving; and (b) any offense committed before your 18th birthday which was finally adjudicated in a juvenile court.) ..... _____
7. If you were in the U.S. military service, were you ever convicted by a general court martial? ..... _____

   NOTE: If the answer to 6 or 7 is "Yes," give details in COMMENTS section. Show for each offense: (1) date, (2) charge, (3) place, (4) court location, (5) action taken or disposition — fine, sentence, etc.

8. If you are an honorably discharged veteran of U.S. Military Service, do you desire extra credit on your civil service examination? (If you do, you must submit your DD 214 or Honorable Discharge certificate for review before or at the time of examination.) ..... _____
9. If you are applying for a TYPIST, STENOGRAPHER, SECRETARIAL or CLERICAL position:
   a. What is your approximate typing speed? ..... (words per minute) _____
   b. Do you prefer an electric typewriter? ..... _____
10. If you are applying for a STENOGRAPHER or SECRETARIAL (with shorthand) position:
    a. What is your approximate shorthand speed? ..... (words per minute) _____
    b. What method do you use? ..... (Gregg, Speedwriting, Stenotype) _____
11. Indicate equipment you operate (office machines, copiers, machine tools, vehicles, construction equipment, electronic devices, etc.) _____

    _____

    _____
12. Who referred you for employment at State University?

    _____

(Continue on reverse)

Comments

Indicate any comments you have regarding your qualifications not covered elsewhere, and details regarding questions on the reverse side (indicate the question number).

Oath or Affirmation (to be signed before a notary public)

I solemnly swear (or affirm) I am the individual named in this application and the information given herein is true and complete to the best of my knowledge.

SIGNATURE OF APPLICANT (before notary public): _____

Subscribed and duly sworn before me according to Law, by the above named applicant this _____

day of _____, 19____, at _____

County of _____, and State of _____

_____

Signature of Notary Public

(Seal)

_____

Official title and expiration of commission

Evaluation Checklist

COMPETENCY 3.0: APPLY FOR JOBS

TASK 3.01: Fill Out Applications

OPERATIONAL UNIT 3.01B: Record Information Neatly, Completely, Clearly, and Correctly

YOUR CHECKLIST		Did you:	INSTRUCTOR CHECKLIST
☐	1.	Get the applications?	☐
☐	2.	Read instructions carefully?	☐
☐	3.	Use your record sheets?	☐
☐	4.	Print with a pen?	☐
☐	5.	Spell correctly?	☐
☐	6.	Answer questions completely?	☐
☐	7.	Sign the statement of authorization?	☐
☐	8.	Read the completed application?	☐
☐	9.	Take steps to improve this aspect of job search.	☐

Instructor_____

COMPETENCY 3.0: APPLY FOR JOBS

TASK 3.02: Present the Application

OPERATIONAL UNIT 3.02A: **Find Out Relevant Facts**

Performance Objective: *Given a completed application, the learner will be able to find out facts that will help him or her obtain an interview to the satisfaction of the instructor.*

STEP 1. Find out about required employment tests.

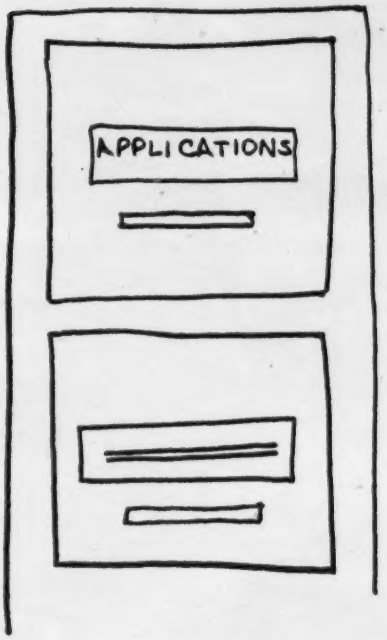
a. Find out which tests you must take.

b. Find out when you must take the tests.

STEP 2. Find out how long your application will remain on file.

a. Make a note of this date.

b. File another application if you are still seeking work after that date.



NOW . . .

Are you in doubt about any part of the unit? If so, seek help from your instructor. Repeat the entire unit.

Do you feel that you have satisfactorily completed this unit? Then, see the instructor. Your instructor will check your progress . . . and advise you, if necessary.

Next, rate yourself on the evaluation checklist. Ask your instructor to rate you also.

Evaluation Checklist

COMPETENCY 3.0: APPLY FOR JOBS

TASK 3.02: Present the Application

OPERATIONAL UNIT 3.02A: Find Out Relevant Facts

YOUR CHECKLIST	Did you:	INSTRUCTOR CHECKLIST
☐	1. Find out about required employment tests?	☐
☐	2. Find out how long your application will remain on file?	☐

Instructor_____

COMPETENCY 3.0: APPLY FOR JOBS

TASK 3.02: Present the Application

OPERATIONAL UNIT 3.02B: Seek an Appointment for an Interview

Performance Objective: *Given a completed application, The learner will remain in contact with the employer until he or she has secured an interview.*

STEP 1. Hand the application to the personnel manager (or hand it to whomever should receive it).

a. Personally give the application to the individual.

b. Attach a copy of your resumé to the application.

STEP 2. Find out when you can come in for an interview.

a. Be positive. Ask if you may schedule an interview.

b. Ask for the name of the person who will interview you.

STEP 3. Make return visits and calls.

a. Identify yourself and tell why you are calling.

b. Remind the personnel manager that your application is on file.

STEP 4. Analyze your follow up approach.

a. Meet with a group of participants.

b. Discuss your rate of success. Discuss reasons why you have or have not been successful.

c. Ask your instructor to advise you and to provide speakers who can advise you. For example, personnel officers could offer additional suggestions to you and other participants.

d. Meet regularly to discuss your progress.

NOW . . .

Are you in doubt about any part of this unit? If so, seek help from your instructor. Repeat this unit.

Do you feel that you have satisfactorily completed this unit? If so, rate yourself on the evaluation checklist. Then see your instructor. Discuss your progress. Your instructor will rate you and advise you, if necessary.

Continue to use the evaluation checklist to rate yourself after you make each contact.

Evaluation Checklist

COMPETENCY 3.0: APPLY FOR JOBS

TASK 3.02: Present the Application

OPERATIONAL UNIT 3.02B: Seek an Appointment for an Interview

YOUR CHECKLIST	Did you:	INSTRUCTOR CHECKLIST
☐	1. Hand the application and your resumé(s) to the personnel manager?	☐
☐	2. Find out when you can come in for an interview?	☐
☐	3. Make return visits and calls?	☐

Instructor_____